

25X1A

Approved For Release 2000/08/07 : CIA-RDP80-00832A000200020001-2

Approved For Release 2000/08/07 : CIA-RDP80-00832A000200020001-2

23 September 1955

MEMORANDUM FOR:

25X1A

SUBJECT: Meeting of CIA Incentive Awards Board

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In accordance with the provisions of Regulation No.

Incentive Awards Program, the CIA Incentive Awards Board will meet
on Thursday, 29 September 1955, Room 242 Curie Hall.

FOR THE CHAIRMAN, INCENTIVE AWARDS BOARD

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Executive Secretary

Before our discussion re signature line, 100 copies of this form memo were made. May we use these in the interest of economy?

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TRANSMITTER		DATE
TO: [REDACTED]		[REDACTED] <i>Ciencia</i>
ROOM NO.	BUILDING	[REDACTED]
119		
REMARKS		
<p>Attached recommendation was inadvertently omitted from the Agenda delivered to you this morning.</p>		
FROM: [REDACTED] <i>OSAS</i>		
108		EXTENSION 2703

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chairman, Incentive Awards Committee
THRU : Acting Assistant Director, OCR

DATE: 1 September 1961

FROM : Chief, Industrial Register, OCR

SUBJECT: Superior Accomplishment Award for Messrs. [REDACTED] and [REDACTED]

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1. In accordance with Par. 7, b., (1) Regulation No. [REDACTED] Messrs. [REDACTED] are recommended for a Superior Accomplishment Award, in recognition of their mutual efforts in developing a device and method designed to improve the reporting of graphic information in support of the diversified projects of the intelligence community, but not necessarily restricted to the industrial field.

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2. This unusual scheme consists of a "sketch map grid" known as [REDACTED] (Exhibit A) and later redesignated GR-1384 6-53. It is divided into one inch squares to form a North-South and an East-West grid arrangement; each grid square is further divided into five sub-grids also running from North to South and five from East to West. In addition, circular grids radiate outward from the center of this grid system with ever-increasing radii of one inch. The original purpose of this grid plotting device was to provide a standardized system of reporting information in the form of a memory sketch to an approximate scale which, when compared with similar sketches of other scales, could be interpreted with little difficulty.

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3. Shortly after the GR-1384 was first employed, numerous other uses were found, all of which rely heavily upon the completeness and accuracy of reporting; e.g., [REDACTED]

drawings of products, plant layout studies, town planning, and the basic processing, collation and evaluation of intelligence information.

4. The importance of this grid map cannot be overemphasized. The basic problem connected with meeting the requirements above, is the lack of adequate maps, photos or related coverage. In memory sketches the absence of uniformity as to orientation, points of departure and scale also create conflict (See Exhibit B). A study was prepared by the Geographic Division, ORR (Exhibit C) to show the analytical difficulties encountered in pinpointing an industrial installation based on memory sketches; conflicting sketches result in inadequate finished intelligence.

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f. GR-1384 has been utilized in the following ways:

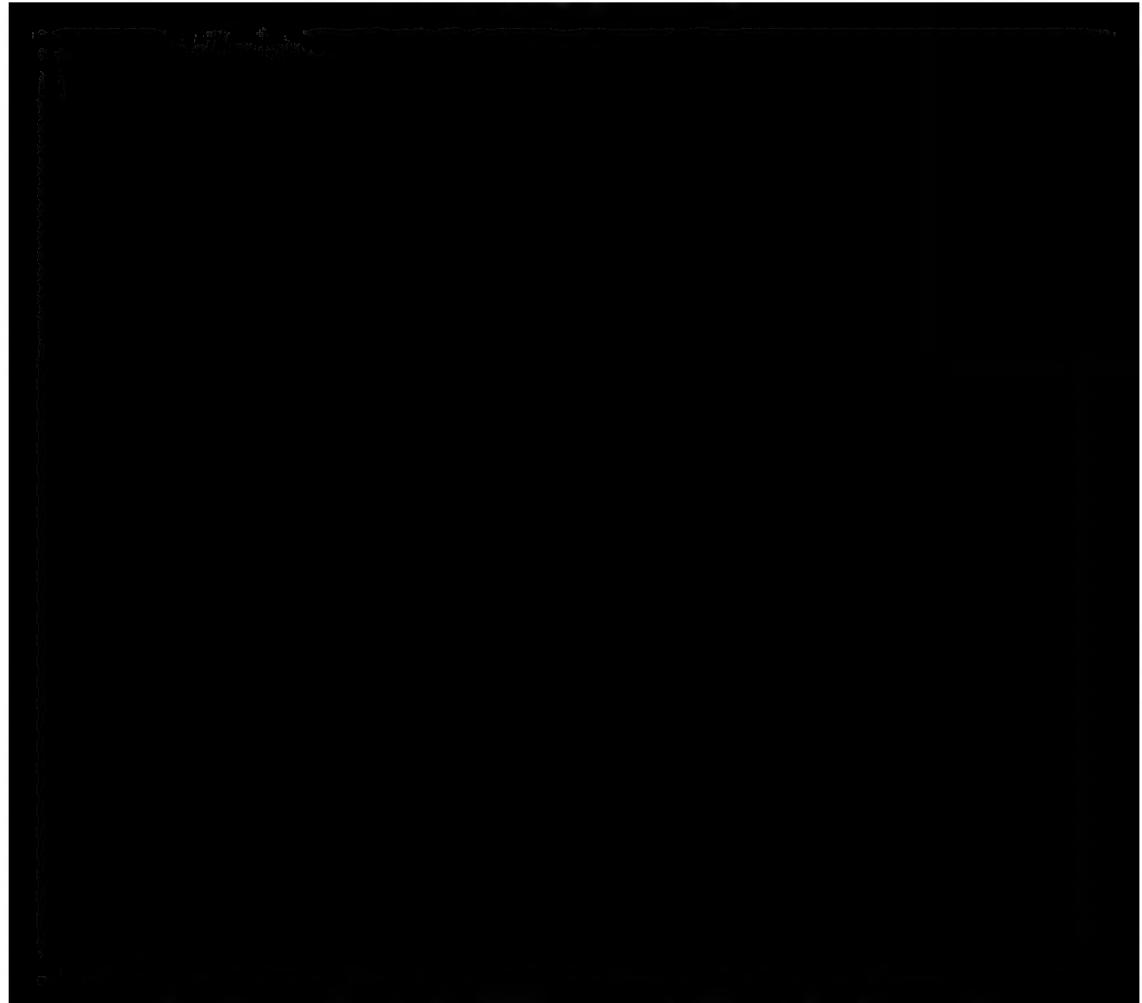
- a. Because of the lack of town plans, the Industrial Register analyst must plot conflicting plant and town information on a basic GR-1384 before basic analysis may be undertaken (Exhibit D).
- b. The Industrial Register analyst uses the GR-1384 as a basis for assisting the following organizations in the preparation of maps, town plans, [REDACTED]

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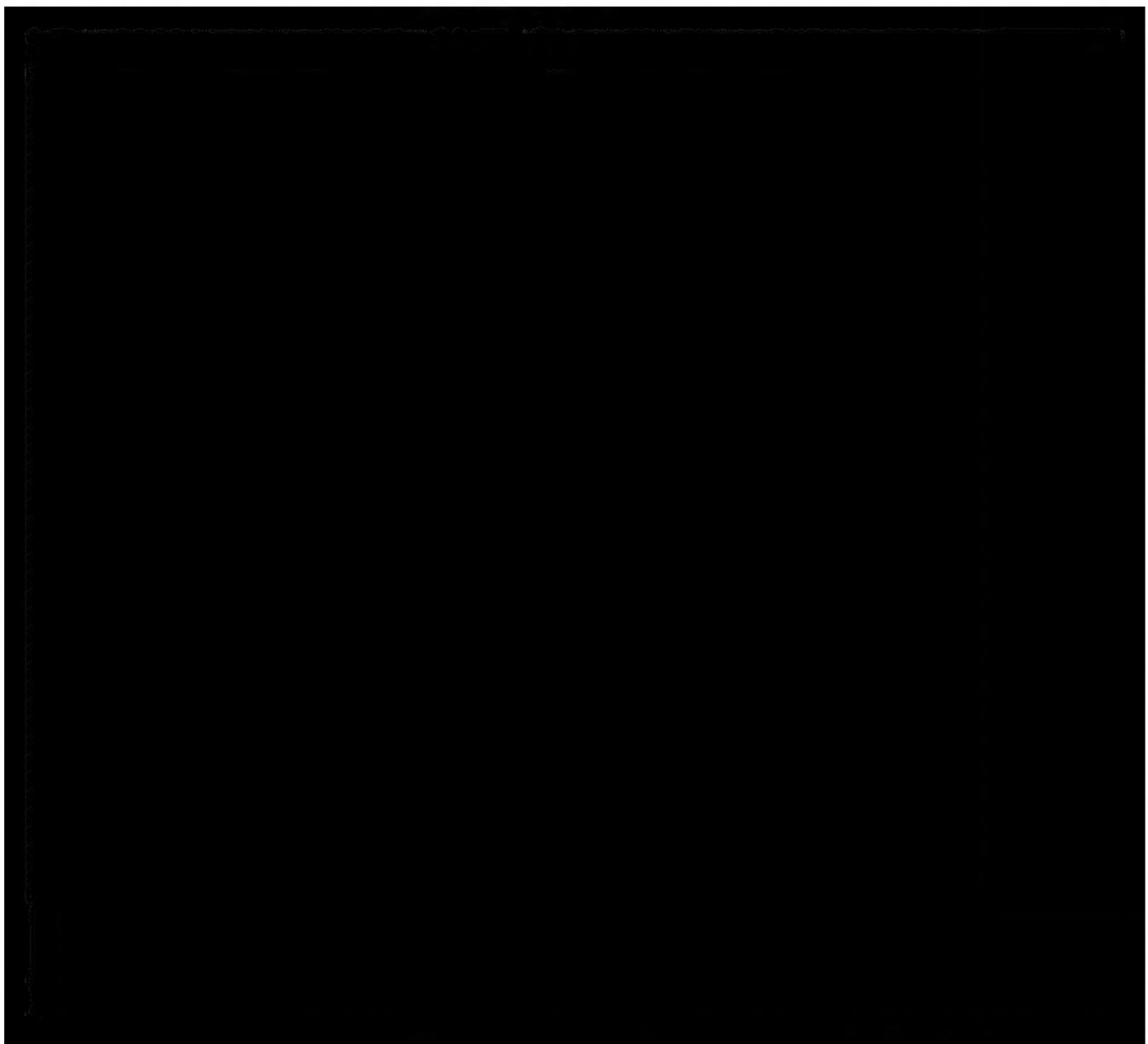
Air Targets Division, AFOIN, USAF (Exhibit E)
Air Research Division, AFOIN, USAF (Exhibit F)
Aeronautical Chart and Information Center, AFOIN,
USAF (Exhibit G)
Strategic Air Command (Exhibit H)
Army Map Service (Exhibit I)
Geography Division, ORR (Exhibit J)

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7. In view of the above, it is recommended that the accomplishments of Messrs. [REDACTED] be considered for an Inter-Agency Award for Superior Accomplishment, consisting of a minimum of \$1000.00 each.



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Encls: 15 Exhibits: a/s

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10 June 1955

MEMORANDUM FOR: CIA Incentive Awards Committee
THRU: Special Assistant to the DD/I (Admin.)
FROM: Acting Assistant Director, C&D
SUBJ/FCT: Monetary Award for [REDACTED]

25X1A

1. For the past eight years, [REDACTED] the Administrative Officer of OCD, has served the Agency with efficiency and loyalty. As a GS-13, she has handled all of the usual administrative chores for an office of over [REDACTED] people with a staff of only six assistants.

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25X9

2. Her performance over the years has been consistently exemplary. She has maintained exceptionally good rapport with OCD employees at all levels and is respected and admired by them. As a result, she has been able to short-stop many personnel actions before they could become real problems. Her dealings with members of the Office of Personnel and contacts with counterpart staffs in the Agency have been particularly effective. And, she has proven herself capable of conserving OCD funds and keeping manpower requirements down. The many compliments which OCD has received regarding her tact, good judgment, and enterprise are testimony to her outstanding ability.

3. A striking example of her initiative is the way in which she devised a plan for reducing personnel turnover in OCD. As a vacancy opens in OCD, the Administrative Staff prepares summaries of the qualifications of all OCD employees eligible for the job. The Division Chief who has the vacancy reviews the summaries and prepares recommendations for the OCD Career Service Board. This procedure guarantees that OCD's higher jobs will be staffed by the most experienced and best qualified people in the Office; it encourages personnel to remain with the Office because they are aware that they will be considered for opportunities which arise in any Division; and, it serves as a general morale booster.

4. I feel confident that no Office is better served by its Administrative Officer than OCD and I suspect that, due largely to her efforts, our administrative overhead is probably the lowest proportionately of any sizable office or staff in the Agency.

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- 2 -

5. It is therefore recommended that [REDACTED] receive 25X1A
a cash award, of an appropriate amount, for her exemplary performance
of assigned tasks which has resulted in increased efficiency and im-
provement of OCD operations.

25X1A



1st. End.

TO: CIA Incentive Awards Committee

22 June 1955

25X1A

I am very familiar with [REDACTED] work through daily
contact and highly recommend an appropriate cash award in
recognition of her outstanding performance.

25X1A

[REDACTED]
Assistant to the DD/I (Admin.)

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25X1A

13 June 1975

MEMORANDUM FOR: CIA Incentive Awards Committee

TO: Special Assistant to the DD/I (Admin.)
FROM: Acting Assistant Director, C&D
SUBJECT: Monetary Award for [REDACTED]

25X1A

25X9

1. For the past eight years, [REDACTED] the Administrative Officer of OCD, has served the Agency with efficiency and loyalty. As a GS-13, she has handled all of the usual administrative chores for an office of over [REDACTED] people with a staff of only six assistants.

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It is therefore recommended that Miss [REDACTED] receive a cash award, of an appropriate amount, for her exemplary performance of assigned tasks which has resulted in increased efficiency and improvement of OCD operations.

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[REDACTED]
1st. End.

TO: CIA Incentive Awards Committee

22 June 1955

25X1A

I am very familiar with [REDACTED] work through daily contact and highly recommend an appropriate cash award in recognition of her outstanding performance.

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[REDACTED]
Assistant to the DD/I (Admin.)

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Approved For Release 2000/08/07 : CIA-RDP80-00832A000200020001-2

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chairman, Incentive Awards Committee
THRU : Acting Assistant Director, OCR

DATE: 1 September 1964

FROM : Chief, Industrial Register, OCR

SUBJECT: Superior Accomplishment Award for Messrs. [REDACTED] and

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25X1A 1. In accordance with Par. 7. b. (1) Regulation No. [REDACTED] Messrs. [REDACTED] are recommended for a Superior Accomplishment Award, in recognition of their mutual efforts in developing a device and method designed to improve the reporting of graphic information in support of the diversified projects of the intelligence community, but not necessarily restricted to the industrial field.

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[REDACTED] drawings of products, plant layout studies, town planning, and the basic processing, collation and evaluation of intelligence information.

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- a. Because of the lack of town plans, the Industrial Register analyst must plot conflicting plant and town information on a basic GR-1384 before basic analysis may be undertaken (Exhibit D).
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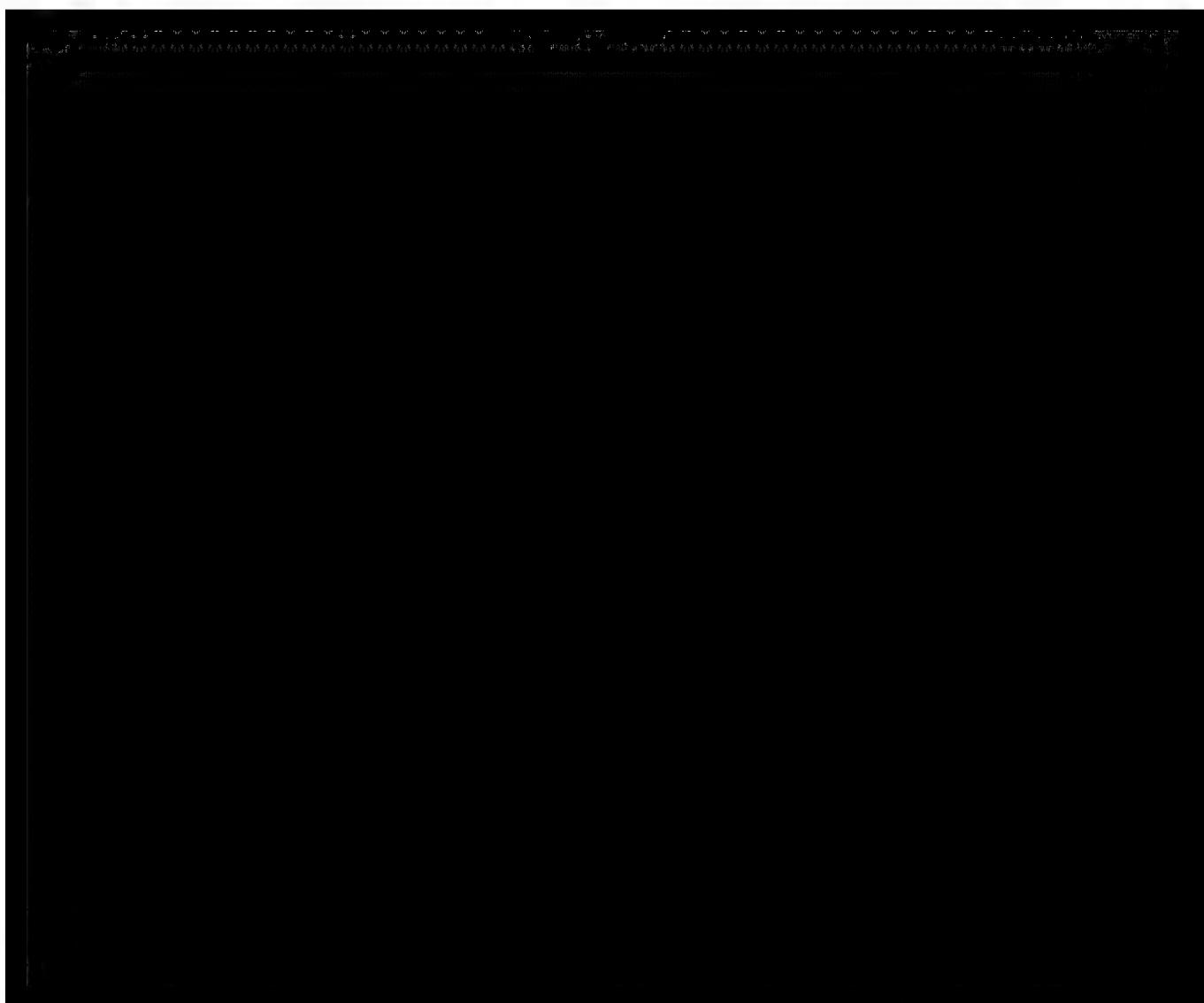
Air Targets Division, AFOIN, USAF (Exhibit E)
Air Research Division, AFOIN, USAF (Exhibit F)
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Strategic Air Command (Exhibit H)
Army Map Service (Exhibit I)
Geography Division, ORR (Exhibit J)

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significant considerations are the timesaving factors involved in the collection, reporting, research and analysis of raw intelligence data.

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Encls: 15 Exhibits: a/s

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COPY
STANDARD FORM NO. 64

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COPY

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Collection & Dissemination **DATE:** Sep 28 1951
FROM : Assistant Director for Scientific Intelligence
SUBJECT: Appreciation for Services Rendered

1. The Chief, Weapons & Equipment Division, SI has asked that I extend to you our appreciation for the exceptional service rendered to this office by one of your employees. The individual, [REDACTED], who I understand is acting as section chief, Area IV, Industrial Register, is reported to have been unusually cooperative and efficient in understanding our specific problems and in calling our attention to items which we otherwise might have missed.

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2. While this specific instance is cited as worthy of special commendation, it is our observation that the desire to serve extends throughout your office and is limited only by the many demands on you and your staff.

3. I would therefore appreciate it if, in addition to whatever action you may wish to take in apprising [REDACTED] of our gratitude for his services, you would extend to the rest of your staff our appreciation for the prompt and efficient service they are rendering this office.

25X1A

/s/
[REDACTED]

25X1A

CC
SECURITY INFORMATION

COPY

Aug 8 1952

TO: Assistant Director, CD
FROM: Assistant Director, SI
SUBJECT: Commendation of [REDACTED]

25X1A

The Chief of the Nuclear Energy Division has drawn my attention to the outstanding quality of work of [REDACTED] IR/CD, in uncovering significant information related to atomic energy intelligence. His contributions have extended far beyond the normal course of his duties and are indicative of the application of a high level of ingenuity. He has demonstrated a keen sense of observation and correlation. I wish to commend [REDACTED] for his efforts and to record my appreciation for this type of support by your organization.

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Office Memorandum • UNITED STATES GOVERNMENT

25X1A

TO : [REDACTED], Acting Chief,
Industrial Register, CD
THRU : Chief, Division of Services, ORR
FROM : Chief, Organizations and Management Branch, D/S

DATE: 29 June 1954

Subject: Commendation

1. We wish to express our appreciation for the excellent cooperation received from IR and for the initiative demonstrated by its analysts in bringing to our attention significant information on civil defense activities in the Soviet Bloc.

2. Due to the nature of the reports containing information on the building of air-raid shelters, the existence of this material might not have been suspected had it not been for the work of [REDACTED] who recognized its significance. For his effort, as well as for the genuine cooperative attitude of [REDACTED] and of [REDACTED] in making this material available to us and in assisting us in its exploitation, we are very grateful.

3. This whole-hearted effort contributed greatly to the development of useful intelligence.

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Suggestion No. 884

A. Summary of the Suggestion:

The suggestor has proposed that employees separating from the Agency be required to hand-carry a Time and Attendance Report and a copy of an SF-52 (with the approved separation date thereon) to the Payroll Office concerned. This would improve relations with both employees and other Agencies, as well as result in a monetary saving to this Agency, since the Payroll Offices would not have to check back on prior period Time and Attendance Reports to verify the last working day and to find out how much money was paid in order to compute the lump sum payments.

B. Evaluation of Concerned Offices:

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Reports are being hand-carried by separates, and the unseparated payroll office is receiving some advance notice by the operating offices of the separation of personnel. In this connection, the Office of Personnel advises separates of the advantages to be gained in hand-carrying a copy of the SF-52 and T & A Report to the appropriate payroll office during clearance.

It is not considered appropriate, however, for an employee to be precluded from clearing through final processing if he does not have in his possession, during the final clearance process, copies of the SF-52 and T & A Report. This opinion stems partly from the desire of personnel

Suggestion No. 884 (Cont'd)

to leave expeditiously on their last day, partly from an interest in having them leave in as happy a frame of mind as possible and partly because there are already many clearances which each departing employee must make. To require another would add to an already burdensome procedure.

Instead of requiring each separatee to hand-carry an SF-52 during the clearance process, the operating office involved could forward SF-52 to the appropriate payroll office as soon as it is typed. If a subsequent change were made in the effective date, the operating office or Office of Personnel, as appropriate, could advise the payroll office concerned. Operating officials could be charged with responsibility for giving T & A Reports to separatees, but the Office of Personnel should not be required to police such an arrangement or to slow final clearance proceedings by requiring an individual to secure one from the office concerned before he separates.

The suggester's proposal relative to the transfer of funds is considered desirable and the Office of Personnel will coordinate the matter with the Comptroller to determine an appropriate means of implementing the suggestion.

C. Recommendation of the Executive Secretary:

Disapproval is recommended on grounds that the suggestion falls within the duties and responsibilities of the suggester. The suggester's job title is "Time, Leave, Payroll Supervisor" in the Office of the Comptroller, Fiscal Division, Payroll Branch. The following is a quotation from his job description which is contained in the Official Personnel Folder:

"Responsibility for the planning, development, and continual administration and operations of Payroll, Time, Leave and Retirement functions. . . .has technical control over time, leave, and payroll preparation personnel located in operating offices in the departmental field and overseas services."

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Suggestion No. 922

A. Summary of the Suggestion:

The suggester proposes that the pouch receipt be redesigned so that it may be used as a log in addition to its normal usage. The suggester feels that this would save the time of rewriting the title and date of receipt or departure of a classified article and save the expense of the logging forms.

B. Evaluation of Concerned Office:

The Chief, DDP/RI advised the Committee that:

"Due to the varieties of material forwarded through the pouch channels, the sensitivity of such material, and their similarities in many instances, as well as the accountability acquired, it is necessary that pouch manifests be prepared in such a manner that positive identification of each item may be made.

"Pouch manifests must list the entire content of each pouch and must include such details as dispatch numbers, symbols, subjects, number of copies, enclosures, and attachments, in order that the recipient may be assured that the exact material intended for him has been received. In addition, material may, in many instances, be forwarded through split transmission to a number of different offices or individuals or a single document received in the pouch channels may be forwarded to many individuals or offices, in turn.

"In the Clandestine Services, it is considered that the suggestion is not feasible as sufficient space is not provided on the suggested form to provide for the above, and as the pouch manifests and logs maintained in connection with pouches and dispatches are prepared and used for different purposes, and in a majority of cases in different offices."

C. Recommendation of the Executive Secretary:

In view of the foregoing comments, it is recommended that the Committee reject this suggestion.

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Suggestion No. 1216

A. Summary of the Suggestion:

The suggester proposes that telephone list finders of distinctive color be provided. He believes this would bring about a reduction of security infractions and a probable reduction in petty loss of property. The cost of spraying existing finders in a batch would be nominal, and procurement of new stocks should cost little more than procurement of present finders.

B. Evaluation of Concerned Office:

On October 1954, the Chief, Security Division stated that they imposed no objection to the use of any color for telephone list finders and suggested referral of the suggestion to the Logistics Office for the standpoint of costs involved.

On November 1954, the Chief, Administrative Staff, LO stated that the additional cost involved in providing for the proposed non-standard item would not be justified, since LO interpreted the Security Office evaluation to mean that they did not see any advantage to the suggestion.

On May 1955, the Acting Chief, Physical Security Division, in reply to a request for clarification of their evaluation stated that an effective security program requires some ingenuity on the part of those concerned. The security regulations require that information of a classified nature will be stamped with a classification appropriate to its degree of sensitivity. Thus to paint telephone list finders would be an additional expense to the Agency and would still require the affixing of the appropriate classification.

The use of pre-printed cellophane tape bearing the various classifications has been approved by this office for marking appropriate equipment.

On view of the above and the fact that exposed classified telephone list finders account for only 5% of total security violations, with only 2% being due to finders left on top of desks, tables and safes, it is recommended that this suggestion be disapproved for adoption.

C. Disapproval.

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Suggestion No. 1302

A. Summary of the Suggestion:

The suggester proposes establishment of a specialized secretarial training course (in addition to classes now offered to Agency stenographers); the establishment of a new Service Designation entitled "Agency Secretary"; and details, requirements, procedures and goals related to these suggestions.

B. Evaluation by the Concerned Offices:

The suggestion was evaluated by the Chief, Clerical Training, OTR, the Chief, Placemont Branch (Clerical), Office of Personnel, and the Deputy Director of Personnel for Planning and Development. The evaluators concurred in disapproving the suggestions outlined above. Primary considerations for disapproval included:

- (1) The special service designation is in conflict with broader career service concepts and programs now in effect; and in particular is not in accordance with the "unified service" concept of the Agency career program;
- (2) A portion of the recommended action included with the above suggestions is included in staff studies and recommendations which have been under consideration for some time, and are approaching a stage of implementation;
- (3) In the opinion of individuals most directly concerned, implementation of the training program, in the form suggested, would encounter major practical difficulties.

The suggester was commended for the scope of the proposal and the thoroughness of its preparation.

C. Recommendation of the Executive Secretary:

Disapproval with special commendation for thoroughness of preparation and validity of goals expressed therein.

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Suggestion No. 1340

A. Summary of the Suggestion:

This suggestion is concerned with the congestion and unsightly appearance caused by the burn bags in the main entrance of Building L and other buildings. It is noted that:

The present practice (in Bldg. L) results in:

- a) empty bags being stacked beneath the employee's bulletin board.
- b) sugar from the empty bags being scattered over the floor.
- c) a sizeable accumulation of sacks and waste by the time collection for burning is made.
- d) the waste is exposed to the cleaning force.

In order to correct this situation it is suggested that all classified waste be stored in Room 1032 of Building L and such suitable rooms in other buildings.

B. Evaluation of Concerned Office:

The Acting Director, Physical Security Division stated that the suggestion had merit, but that the Office of Security has planned such a program for the past year. A sample room was recently completed and placed into daily use in Room 1027, "I" Building. Additional space in "J" and "K" Buildings has been provided for the construction of additional classified waste repositories. Repositories will be constructed in other buildings as suitable space is provided. He stated that the suggestion was already in effect and that no part of it made an added contribution.

C. Recommendation of the Executive Secretary:

Disapproval

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Suggestion No. 1370

A. Summary of the Suggestion:

The Agency should establish a short wave radio (voice code) facility to be used as a supplement to existing systems used in alerting key officials in case the Emergency Dispersal Program is put into effect. This would be desirable in cases where the primary alerting systems failed or were destroyed.

B. Evaluation of Concerned Office:

The Chief, Administrative Staff, Office of Communications advises that the present system of buzzer alerts within the Agency and the siren alerts for the Washington Area are sufficient to notify all concerned and no great improvement can be envisioned in having the proposed units installed.

C. Recommendation of the Executive Secretary:

Disapproval

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Suggestion No. 1373

A. Summary of the Suggestion:

The suggester proposes a plan to increase the efficiency of the Files Section, Records Integration Division which, in summary, would include the following innovations:

- (1) Setting aside a large area for Registry Files and Reading Room; this area should be large enough for present Registry Files, for potential expansion, and for an adequate number of small desks at least half of which shall have typewriters. Also, another room with a minimum of five microfilm viewers should be provided;
- (2) Assigning all personnel presently pulling documents in the Registry Files Section to servicing requests on the above desks;
- (3) Making available to all branches a copy of the book, showing the meanings of Registry classification numbers to facilitate obtaining of documents;
- (4) Relocating RI/Archives Section, so that it is in the same building as the above facilities.

B. Evaluation by the Concerned Office:

The Chief, RI evaluated the suggestion and recommends disapproval. He states, in part, that the "Subject" suggestion has been reviewed in RI, and is considered to reflect a general lack of information as to the complexity and detailed functions of the Records Integration Division. . . . The subject suggestion has not provided a practical solution to any of the alleged problems presented, and has presented the problems in very general terms. . ." A major objection of the evaluating office to the details of the proposal is that the suggestion did not take into sufficient consideration the fact that the RI files are operating files and constitute a working implement, the direct use of which cannot be denied to the Senior Staffs and Area Divisions. Also, the suggestion tended to short-cut established procedures for clearance for use and limitation of routing of files in accordance with the need-to-know principle. However, the evaluator stated that "It is agreed that the RI/Archives Section should be in juxtaposition to the RI/Files Section."

C. Recommendation of the Executive Secretary:

Disapproval. Evaluator's agreement with a portion of the suggestion, as noted in the last sentence above, does not indicate that the suggestion contributed to an awareness of the problem or indicated a practical solution.

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Suggestion No. 1388

A. Summary of the Suggestion:

The Suggester proposes an initial visit only to the Central Processing Branch PRD/OP by a traveler for the purpose of being briefed as to travel requirements with which he must comply. All subsequent travel by that individual would be without benefit of CPB briefing.

B. Evaluation of Concerned Office:

The Chief, Planning and Analysis Staff reports that: "Regardless of whether a person travels once, intermittently or rather frequently, numerous changes in procedures, restrictions, security implications and other related matters make it imperative both for the protection of the Agency and for the protection of the traveler that he be kept informed."

This applies mainly to the foreign traveler while most domestic travelers do not have to go through this procedure.

C. Recommendation of the Executive Secretary:

Disapproval

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Suggestion No. 1389

A. Summary of the Suggestion:

The Suggester proposes that a road be constructed running due South from the rear of Central Building for Constitution Ave. for the purpose of improving Agency shuttle bus service and reducing the cost of its operation.

B. Evaluation of Concerned Office:

The Chief, Administrative Staff/LO and Transportation Division/LO upon investigation concluded that: "In view of the terrain involved and the location of buildings which obstruct the route of the proposed road, the advantages to be gained through construction of such a road are felt to be greatly outweighed by its cost." Sanction for construction of such a road would also have to be obtained from the District of Columbia Highway Division.

C. Recommendation of the Executive Secretary:

Disapproval

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Suggestion No. 1391

A. Summary of the Suggestion:

The suggester proposes that some system of loose leaf binding be used for publications that require periodic updating. This would only require publishing of separate pages to bring publications up to date, also fiscal and time economies would result.

B. Evaluation of Concerned Office:

The suggestion was forwarded to the following: DD/I (Administration), Chief/C, D/B, St/PB, EX/RR and St/PC. Their reaction was that the suggestion was inapplicable to most of the work, that whenever practical some form of loose leaf binding is used, and that in most cases it would require extra time and expense to use the suggested system.

Those parts of the suggestion which are applicable are already in effect and no part of suggestion makes an added contribution.

C. Recommendation of the Executive Secretary:

Disapproval

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Suggestion No. 1395

A. Summary of the Suggestion:

The suggester proposes that the Perfection Daily Reminder Class A type calenders be replaced by another kind because the above mentioned type scratch and mar the tops of desks. In turn, the desks have to be refinished at a cost of \$25.00 each. The replacement calenders should be of a material that will not harm the desk.

B. Evaluation of Concerned Office:

The Chief, Administrative Staff/LO reports that a recent survey of Class A calender stands reveals that Supply Rooms carry in stock a stand having rubber feet which is designed to prevent marring of desk tops. The calender stand referred to in the suggestion apparently has worn or missing rubber feet thus causing damage.

The employee should be commended for his interest.

C. Recommendation of the Executive Secretary:

Disapproval

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Suggestion No. 1396

A. Summary of the Suggestion:

The Suggester proposes that returnees from overseas be given temporary badge at the beginning of processing in order to conserve time by not having to get visitors' passes in every building.

B. Evaluation of the Concerned Office:

The Chief, Planning and Analysis Staff evaluated this suggestion and advised the Committee as follows:

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1. Present processing procedures applicable to returning Staff employees in so far as this Suggestion is concerned are as follows:
 - a. Returnee reports to receptionist at entrance to Curie Hall.
 - b. Receptionist calls CPB to verify record of employment.
 - c. Employment verified, receptionist issues no-escort visitor's pass to returnee and directs him to CPB.
 - d. Returnee reports to CPB where, among other things, he is given a badge request which will permit him to obtain a permanent badge.
 - e. Returnee leaves CPB, turns in his no-escort visitor's pass to Curie Hall receptionist, and proceeds to Bldg. I.
 - f. Returnee reports to receptionist in Bldg. I who has him escorted to Room 1401 where he presents his badge request and obtains (1) his former badge if still good or (2) has his picture taken for issuance of a new badge. The latter operation requires about an hour at most. He can wait, or if his business is in Bldgs. I, J, K, or L, he can get another no-escort visitor's pass. If in other buildings, an escort is required in each instance.

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Suggestion No. 1396 (Cont'd)

2. The suggestion is not recommended for adoption as it is felt that current regulations and procedures adequately meet the situation."

C. Recommendation of the Executive Secretary:

Disapproval

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Suggestion No. 1398

A. Summary of the Suggestion:

The suggester proposes that the loading Dock at the Packing and Crating Section (██████████) be remodeled so as to protect the working personnel from wind and drafts during the cold season. This would save heat and would cut down the amount of sick leave taken.

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B. Evaluation of Concerned Office:

The Chief, Administrative Staff/LO does not concur with this suggestion. The dock is little used and only for short periods of time. The advantages of an inner door do not justify the expense of this modification to the building. The alteration would tend to cut off air circulation during the hot summer months.

LO feels that this suggestion is desirable but not necessary, and recommended disapproval.

C. Recommendation of the Executive Secretary:

Disapproval.

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Suggestion No. 1449

A. Summary of the Suggestion:

The suggester proposes that covered passageways be constructed between the west end of Barton Hall and the east end of Curie Hall, and the north end of Alcott Hall and either wing B or wing D Barton Hall.

B. Evaluation of Concerned Office:

The Chief, Administrative Staff/L0 evaluated this suggestion and advised the Committee as follows:

1. "Opinions cited by the Chief, Building Security Branch indicate that no material savings in guard coverage could be realized by the proposed constructions, nor could any of the present fencing be discarded since the fence does not surround individual buildings."
2. "It is the opinion of the Real Estate and Construction Division that the savings realized in Telephone Company mileage charges would be greatly outweighed by the cost, approximately \$5,000.00 each, of constructing suggested covered passageways."

C. Recommendation of the Executive Secretary:

In view of the foregoing comments, it is recommended that the Committee disapprove this suggestion for adoption.

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Suggestion No. 1461

A. Summary of the Suggestion:

The suggester indicates Capital Transit buses on the R-4 route originate at the R. & S. Building and are loaded to capacity prior to their arrival at the Memorial Circle stop. For that reason, the suggestor states that Agency employees in the "L" Building area are required to wait 15 to 30 minutes for bus transportation at the end of the work day. The suggestor recommends that an authorized official contact the Capital Transit Company and attempt to persuade the bus company to schedule buses in order to have a bus originate at the circle stop at 1705 and 1710 hours.

B. Evaluation of Concerned Office:

The Chief, Administrative Staff, LO evaluated the suggestion and advises the Committee as follows:

"A representative of this office met with two officials of the Capital Transit Company. According to information furnished by representatives of the bus company, a bus is presently scheduled to originate at the Memorial Circle at 1702 hours and an investigation is already underway to improve the schedules for this route. A review of the report compiled by the bus company for the 14th and 17th of January indicates that only one bus appears to have been loaded to capacity. If these two days are representative, it is difficult to understand the 15 to 30 minute wait for transportation as indicated in Suggestion 1461.

Accordingly, since the Capital Transit Company had previously commenced an investigation of schedules on Route-4 buses, it is considered that no part of suggestion 1461 makes added contribution."

C. Recommendation of the Executive Secretary:

Disapproval based on prior coordination and analysis of the problem.

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CL. INTERNAL USE ONLY

Suggestion No. 1467

A. Summary of the Suggestion:

The suggester states, "I think it would be advisable to stock, along with the kind already provided, narrow rulings, the type of notebook now supplied by the Agency. reduces speed and (for a time, at least) decreases facility of transcription. Another factor to be considered is that, in the longrun, those who use this notebook will save somewhat on paper. I have discussed this proposed innovation with other stenographers, and, in the main, they agree with me."

B. Evaluation of Concerned Office:

The suggestion was evaluated by the Chief, Management Division, Management Staff, who advises the Committee as follows:

"The suggester recommends stocking notebooks with $\frac{1}{4}$ " line spacings in addition to those now stocked with $3/8$ " spacings, to save paper and increase the efficiency of stenographers accustomed to the narrower rulings..

Leading office suppliers (Stott and Co., Ginn's, and Stockett and Fiske Co.) reported that the narrowest rulings available are $5/16$ " between lines. This is standard for Gregg shorthand. One-half inch rulings are available for the Pittman style.

Notebooks available through the Federal Supply Service have lines $3/8$ " apart. This spacing is a compromise between the requirements for Gregg and Pittman styles. Representatives of the Clerical Training Branch, Office of Training, stated that they have always found this spacing adequate. It should be noted that this $3/8$ " line spacing is only $1/16$ " more than that of the notebooks the suggester desires.

The notebooks used principally in CIA contain 80 leaves and cost \$1.48 per dozen on the Federal Supply Schedule. The notebooks with $5/16$ " rulings available from local suppliers cost about \$1.80 per dozen. They contain only 70 leaves.

Adoption of this suggestion is therefore disapproved on the basis that:

- a. Notebooks with the suggested $\frac{1}{4}$ " line spacing are not available.
- b. The $1/16$ " reduction in line spacing of notebooks that are available would not increase efficiency to the extent that the added cost of their

CIA INTERNAL USE ONLY

Suggestion No. 1467 Continued

procurement would be justified."

C. Recommendation of the Executive Secretary:

Disapproval on basis stated above.

Suggestion No. 1471

A. Summary of the Suggestion:

The suggester states:

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"We in the RI/RD [REDACTED] handle all of the incoming and outgoing material for all of the divisions and staffs of the DDP. This includes classified and unclassified.

I feel that it would be of great value if we could have a personnel list from each of the divisions and staffs, listing the employee, and the room and building in which they are located. This list could be sent to us every three months, and any changes to be made during this time could be done so by phone.

There is a great volume of personal mail received by us for delivery, and much of this material must be re-checked before we can send it on. This consumes a great deal of our time, besides bothering the personnel office or the telephone operator".

B. Evaluation of Concerned Office:

The Chief, RI evaluated the suggestion and advised the Committee as follows:

"The development of personnel lists and their maintenance would require an administrative burden which would not be offset in any monetary savings. The development of personnel lists would create a security hazard which should not be authorized. The personal mail referred to in the suggestion is not a major consideration".

C. Recommendation of the Executive Secretary:

Disapproval

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Next 1 Page(s) In Document Exempt

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Suggestion No. 1554

A. Summary of the Suggestion:

The suggester recommends replacement of missing rest room booth door catches. It is suggested that this improvement will avoid recurrent embarrassing experiences and eliminate a morale lowering factor.

B. Evaluation of the Concerned Office:

The Chief, Administrative Staff, Office of Logistics evaluated the suggestion and advises the Committee that, "In accordance with the recommendation, the Maintenance Office has initiated action to have the missing hooks replaced as soon as possible." He notes that lack of Public Buildings Service maintenance personnel has prevented proper attention to many maintenance functions, therefore repairs are generally contingent on the reporting of deficiencies. Such reporting should be accomplished by telephone to the Maintenance Office, extension 2168.

The suggestion therefore has been misdirected, and a remedy for the suggested deficiency already exists. LO report that the suggestion is already in effect, and no part of it makes added contribution.

C. Recommendation of Executive Secretary:

Disapproval for award. Suggester should be commended for his interest and existing remedial channels explained.

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Suggestion No. 1622

A. Summary of the Suggestion:

The suggester proposed that the Agency discontinue Bonding individuals as a claim has never been made to a bonding company for security reasons. It is estimated that the savings would amount to \$3,000.00 to \$5,000.00 per year.

B. Evaluation by the Concerned Office:

The Deputy Comptroller evaluated the suggestion and recommended disapproval; advising the Committee as follows:

"It is Agency policy to comply with Public Law requiring the bonding of Government Agent Cashiers, Certifying Officers and Finance Officers even though it is recognized that under certain circumstances, claims would not be processed to the bonding companies. This policy was reaffirmed in January 1955."

C. Recommendation of the Executive Secretary:

Disapproval.

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SECRET

Suggestion No. 1810

A. Summary of the Suggestion:

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[REDACTED]

special restricted areas. Technical details are not furnished.

B. Evaluation of Concerned Office:

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[REDACTED] evaluated the suggestion for the Director of Security and advises the Committee as follows:

"The Physical Security Division, OS, was asked to prepare a report some months ago containing security recommendations and/or requirements regarding housing CIA in one building. At that time the suggested use of television equipment was covered.

This office agrees with the suggestion and feels that there is definite merit in the possible use of this equipment and feels that the writer should be commended for his ideas."

C. Recommendation of the Executive Secretary:

Disapproval with letter of appreciation for a suggestion which has been previously taken under consideration by the office concerned.

SECRET